

The City of Wichita Falls

COMMUNITY DEVELOPMENT DEPARTMENT PROJECT DEVELOPMENT CHECKLIST



City of Wichita Falls – Community Development Department
1300 7th Street, P.O. Box 1431, Wichita Falls, Texas 76307
Phone: 940-761-7451 Email: planning@wichitafallstx.gov

Project Description: _____

Address: _____ Date: _____

Development Review Process

This development checklist has been created to help clients understand city processes. We recommend a visit with city staff prior to a project to identify what will be required. This development guide is an overview of the staff review process but it does not guarantee that issues will not be identified during the development/construction process. All development regulations mentioned in this document may be found on the city's website at www.wichitafallstx.gov.

Some key questions to be answered at the beginning of any project are:

- Is the property platted?
- Is the use being proposed for the property allowed in the zoning district?
- Are there curbs, gutters, sidewalks, water and sewer, natural drainage way?
- Will storm water detention be required?
- Under what conditions will a building permit be required?
- Is the property located in a floodway or the 100-year flood plain?
- Are there height and noise restrictions on the property?

It is impossible to cover all the many development scenarios that may occur. Therefore, it is suggested that clients work with city staff when preparing for a project. For any proposed development or improvement, it is suggested that you begin with the Planning Division. Planning staff will help you meet with other city departments as required. When working with city staff members, please describe the proposed development project in detail. This will ensure better guidance from city staff and help the developer avoid unanticipated development costs.

Project Checklist

The checklist below will help track requirements for a development project. As you read through the list, check all required elements needed to complete your project.

1. **Is the property platted?** Y ☐ or N ☐ A plat is a survey of land prepared by a surveyor according to the requirements of the Subdivision Ordinance. All plats are filed with the County after they are approved by the City. Developers should contact a surveyor to determine the costs to draft a plat. A lot must be platted before a building permit can be issued. Platting may also trigger other developmental requirements such as the installation of curb and gutters along street frontage, the extension of water and sewer lines, and the widening or paving of a street. Platting fees vary. There is an application deadline for processing plats. For questions, contact the Planning Division. [PLAN]
2. **Is the property zoned for what you want to do?** Y ☐ or N ☐ A zoning classification is assigned to every parcel of land within the Wichita Falls city limits. Check to see if your proposed use is a permitted land use in the zoning district (refer to the Zoning Ordinance and Zoning map). [PLAN]
3. **Is rezoning required?** Y ☐ or N ☐ If it is necessary to rezone a particular area, rezoning will require action from the Planning and Zoning Commission and the City Council. A rezoning application and fee are required. Notification requirements and processing create a minimum time frame of approximately six (6) weeks. Consult the Planning Division to determine the processes and if the property is suitable for rezoning. There is an application deadline each month. [PLAN]
4. **Is a Conditional Use Permit required?** Y ☐ or N ☐ Some types of developments may require a Conditional Use Permit. The Planning and Zoning Commission must approve this permit. See Section 3000 (Zoning Districts) of the Zoning Ordinance for a list of permitted and conditional uses. [PLAN]
5. **Will a variance be required?** Y ☐ or N ☐ A variance is a process whereby there are situations unique to the property that will require special consideration that may deviate from established development regulations. There is an application deadline. [PLAN]
6. **Does the project need signage?** Y ☐ or N ☐ Separate permits are required for signage on the property. The approval of a site plan or building plan does not include a proposed sign location. The type, size and location of a sign are regulated by the zoning district. [PLAN & INSP]
7. **Are alcoholic beverages being sold?** Y ☐ or N ☐ Alcoholic beverage sales are regulated by zoning district. Alcoholic beverages may not be sold within 300 feet of a church, school or hospital. A state permit is needed to sell or dispense alcoholic beverages. Contact the Planning Division and the Texas Alcoholic Beverage Commission. [PLAN]
8. **Will sidewalks be required?** Y ☐ or N ☐ Developments may require the placement of sidewalks if none exist. [PLAN]
9. **Will parking be required?** Y ☐ or N ☐ In most cases new developments will require paved parking and driveways. Expansions of existing developments may also require additional parking. [PLAN]
10. **Will landscaping be required?** Y ☐ or N ☐ New commercial developments will require landscaping served by an underground irrigation system. Expansions or remodels of existing developments may also require irrigated landscaping. [PLAN]
11. **Will dedication of right-of-way be required?** Y ☐ or N ☐ See the Thoroughfare Plan. [PLAN]
12. **Will buffering be required?** Y ☐ or N ☐ Buffering (6-foot-tall fence screening and distance separation) is required for commercial projects adjacent to single-family zoning district boundaries or residential uses. Alleys cannot be used for access when buffering is required. [PLAN]
13. **Is the project located in a FEMA 100-year floodplain and/or the floodway?** Y ☐ or N ☐ A Floodplain Permit (elevation certificate) is necessary for a new building or where the foundation is increased in a floodplain area. A surveyor will need to determine the elevation of the lot and will eventually certify that your constructed building slab is at least one foot above the base flood elevation in order to obtain this permit. A map published by the Federal Emergency Management Agency (FEMA) showing the floodplain and floodway is available in the Planning Division office and at the public library. No vertical structure is permitted within a floodway without an engineering study showing no impact. [PLAN]

14. **Is the project subject to airport location restrictions?** Y ☐ or N ☐ The project may be subject to noise and height restrictions for Sheppard Air Force Base and/or Kickapoo Downtown Airport. The FAA may also need to be involved, which may require an engineering study. [PLAN]
15. **Does the project have any historical designation or is it within a historic district?** Y ☐ or N ☐ Proposed exterior changes to structures which are within a historic district or have an individual landmark designation, may need a review by the Landmark Commission. [PLAN]
16. **Does the project require Public Health District review?** Y ☐ or N ☐ Tattoo parlors, public swimming pools, and restaurants require review by the Public Health District. Building or renovation plans must be submitted to the Public Health District and Building Inspections Division for review and approval. All businesses preparing, selling or serving food products must obtain a permit. [WFWCPHD & INSP]
17. **Will storm water detention (SWD) be required?** Y ☐ or N ☐ If there is an increase in the amount of impervious surface, storm water detention may be required. If detention is required, then one of two stipulations must be met prior to the issuance of a building permit: (1) detention facility must be complete, inspected and approved prior to issuance of a certificate of occupancy or (2) a deposit must be placed with Engineering, equal to the estimated cost for the work to be done.[ENGR]
18. **Is an on-site sewage facility (OSSF) existing or proposed?** Y ☐ or N ☐ Permit applications and information for installing an OSSF (a system other than the City's sewage system) can be obtained from the Public Health District and/or the Department of Public Works, depending on the type of system. [WFWCPHD & ENGR]
19. **Is the site served by water and sewer?** Y ☐ or N ☐ Extensions of water and sewer lines are installed at the developer's expense. All lots are considered served if a public water and sewer main is located adjacent to the property line. [ENGR]
20. **Is there an existing drainage channel on the land?** Y ☐ or N ☐ Existing drainage channels may require improvements at the developer's expense. [ENGR]
21. **Is curb and gutter required?** Y ☐ or N ☐ Some developments may require curb and gutter if none exist. [ENGR]
22. **Dumpster location?** Y ☐ or N ☐ Proposed dumpster locations should be reviewed by the Engineering Division. [ENGR]
23. **Is a building permit required?** Y ☐ or N ☐ Building permit application is made when all of the development requirements are met and construction plans are ready for submission. Separate permits for electrical, plumbing, etc., will be needed. If you are not familiar with the International Building Codes, it is advisable to talk with the Building Inspection Division early in the planning phase of a project. Fees will vary. Remodels and changes of occupancy also require permits. If a building permit is required, an **Application for Permit** and two (2) full sets of plans should be submitted to Building Inspection for a construction project. If it is determined that a site plan is needed, two (2) copies will be required. Contact the Planning Division to see if one is needed. A Building Permit will be issued once approvals are received from Building Inspection, Engineering, Planning, Health and the Fire Department. All plans shall meet the guidelines of the 2009 International Codes, 2011 NEC and all City Ordinances. Refer to the **Construction Plan Guidelines** for more information. [INSP]
24. **Have other situations been considered?** Y ☐ or N ☐ For example, does the structure contain asbestos; is demolition required in whole or in part; are there buried fuel tanks no longer in use; will signalization be required; is a swimming pool proposed; are there conditions on the property that are not in conformance with existing regulations; are there liens or back taxes on the property; are there deed restrictions; what is the relationship between easements on the property and existing or proposed uses; etc.

Other requirements that have been identified: _____

New Building Construction Plan Guidelines

To maximize efficiency, the following guidelines have been developed to prevent potential delays in the plan review process. Please ensure all plans submitted meet these guidelines. Three (3) complete sets including site plan, landscaping, parking, storm water, SWP3, and all civil plans to scale are required; all sets will be stamped for approval. One set will be returned to remain on the job site. A building permit application shall accompany the three (3) sets of plans submitted for review along with a review fee. The permit will be issued upon approvals from the city departments involved for the plan review. Package permits will be issued for new, addition, remodel or finish out construction projects. If a kitchen remodel, addition or commercial pool installation or renovation is proposed, then four (4) sets will be required to be submitted for an additional review by the Public Health District. Call the Public Health District at 940-761-7820 for more information.

Building Code Summary: The submitted sets of plans shall include the name of the project, address, proposed use, contact person, name of the designer, phone numbers, and sheet index. The summary should also include: ***Occupancy Type, IBC Section 300; Construction Type, IBC Table 600; Protected or Unprotected; With Sprinklers or Without Sprinklers; Building Height^{*1}; or Area Calculations^{*1}.***

Plans & Drawings to be included: As applicable, all plans shall include mechanical, electrical and plumbing designs signed by the master of the profession or in some cases stamped by an engineer of the profession.

Site Plan	All underground utilities, building dimensions, property lines, streets and easements in relation to the building parking layout, curb cuts, sidewalks, access roadways, parking and landscaping.
Drainage	Storm water detention is required on any residential development of two acres or more and any commercial development of one acre or more. An engineered storm water detention plan and analysis shall be submitted along with the civil site plans for work in the right-of-way. You may contact Public Works at 940-761-7477 for more information.
SWP3 Plans	A Storm Water Pollution Prevention Plan shall be submitted when disturbing land over an acre. You may contact the Environmental Coordinator at 940-761-7670 for more information.
Foundation	Include diagrams detailing specifications of components.
Building ^{*2}	Include diagrams detailing construction specifications and materials used, door and window schedules, door hardware, interior finish details, design loads, handicap details, exit sign placement, etc.
Electrical	Include wiring diagrams, riser diagrams, load calculations and panel locations.
Plumbing	Include size/design, riser diagrams, distances and type of materials used. Indicate quantity and type of fixtures including handicap requirements.
Mechanical	Include exhaust fans, HVAC requirements, fire dampers, etc.
Fire Protection ^{*3}	Include sprinkler, smoke and alarm system diagrams and specifications. Also include fire extinguisher locations.

All required plans and drawings must be provided in accordance with the Texas Occupation Code, Chapter 1001 as administered by the Texas Board of Professional Engineers, Chapter 1051 as administered by the Texas Board of Architectural Examiners, and the current International Codes Administrative section governing the requirements for a signed seal of an engineer or architect registered in the state of Texas.

*1 Include IBC Section # where increases are allowed.

*2 Include UL references for 1 hr. or greater fire rated construction if available.

*3 Include NFPA references for which they comply.

The following items indicate when a design professional (architect or engineer) will be required:

1. If occupancy is classified Assembly, Educational, Institutional 2500 s.f. or more
2. If the building is over 5000 s.f.
3. A building that has three (3) or more stories in height.

For more information reference the following codes: 2009 International Building Code/2006 I.E.C.C.; 2009 Mechanical/Plumbing; 2009 International Energy Conservation Code; or the 2011 National Electric Code.

Questions? Please contact Building Inspections at 940-761-7459.

Pre-Development Meetings

While it is not required it is in the client, property owner or developer's best interest to call the Planning Division and request a pre-development meeting to answer development-related questions. Pre-development meetings help ensure consensus from the city and developer's perspective and can allow for a more efficient development review process for city staff and non-city agencies. If you would like to schedule a pre-development meeting, please contact city planning staff.

Planning Division – Development Planning Contact Information:

Planning Division – Room 400 – Memorial Auditorium

940-761-7451

planning@wichitafallstx.gov

Ask to speak with a planner to schedule a pre-development meeting.

Contact Information

CITY DEPARTMENTS

BUILDING INSPECTIONS [INSP]

Building Plans, Permits
Room 401
1300 Seventh St. 76301
Memorial Auditorium
940-761-7459

PLANNING DIVISION [PLAN]

Zoning, Plats, Site Plans
Room 400
1300 Seventh St. 76301
Memorial Auditorium
940-761-7451

ENGINEERING DIV. [ENGR]

Utilities, Water Detention,
and Streets
Room 402
1300 Seventh St. 76301
Memorial Auditorium
940-761-7477

WICHITA FALLS/WICHITA COUNTY PUBLIC HEALTH DISTRICT [WFWCPHD]

Environmental Health Division
Food Establishments, Grease Traps, Public/Semi Public
Swimming Pools, Septic Systems, Tattoo Parlors, and
Lodging Establishments
1700 Third St.
940-761-7820

FIRE DEPARTMENT [FIRE]

Fire Protection, Alarm Systems
Fire Marshal
940-761-8843
1005 Bluff
City staff is available to assist with project-related questions
between 8:00 a.m. and 5:00 p.m., Monday – Friday.
Other information can be found on our web site at:
www.wichitafallstx.gov

NON-CITY AGENCIES

Texas Department of Transportation (TxDOT)

State Curb-Cut Permit: Developments along State controlled rights-of-way will require State approval for curb cuts and street access. TxDOT Access Management policies may impact the proposed development's point of access to a State-controlled roadway. They may also review drainage if it impacts state-owned roads. There may also be requirements for sidewalk installation. A separate site plan should be delivered to them.
2844 E. Central Freeway 76303
940-720-7710

Post Office

The Planning Division assigns the primary address number. It is the responsibility of the property owner to assign secondary addresses within a development that has multiple units on a single lot. Consult with the Post Office for their preferred address scheme and mailbox delivery system requirements.
1000 Lamar St. 76301
940-766-6247

TXU Energy Delivery

TXU should be consulted regarding electric service. Their requirements may necessitate the need for easements.
940-766-5433

Phone Company

AT&T should be consulted as to their easement requirements and service availability.
940-766-7217

Time Warner Cable

Time Warner Cable should be consulted as to their easement requirements and service availability.
940-855-5700

ATMOS Energy

The local gas company should be consulted as to their easement requirements and service availability.
940-696-7605